

## SCHOOL BOARD MINUTES

- (1) The Board of School Directors of the Lebanon School District met in regular session on Monday, October 21, 2013, at 7:00 p.m. in the board conference room of the senior high school as advertised in the Daily News on December 5, 2012.
- (2) President Anne Dall called the meeting to order at 7:00 p.m. Everyone participated in the Pledge of Allegiance to the Flag.
- (3) On roll call by the secretary, the following board members were present: Mrs. Debra L. Bowman, Dr. Anne V. Dall, Ms. Vanessa Fischer, Mrs. Rose Marie R. Kotay, Mr. Michael J. Kuhn, Mr. Peter N. Pyles, Jr., Mr. Thomas L. Schaffer, Mr. Paul Topping and Mr. Cornell Wilson. Also present were Mr. Mike Murphy, assistant to the superintendent; (Dr. Bartley was not present) Mrs. Mary A. Harrell, secretary; Mr. Curt Richards, business manager; and Mr. Bill Reed, solicitor.
- (4) Also present were Mr. Chris Danz, assistant to the superintendent for HR and pupil services; Mr. Brian Hartman, director of buildings and grounds; Mr. Adam Steckbeck, head custodian; Mr. Todd Kaylor, assistant director of buildings and grounds; Mr. Ted Graeff, chief information officer; Mr. Fred Shattls, director of ESOL; Mr. Josh Coatsworth, director of special education; Mr. George Horn, district resident; Mr. Michael Bechtold, district assistant solicitor; and Mr. John Latimer of the Lebanon Daily News.
- (5) Mrs. Kotay announced that board members would find at their seat, hearing reports for the following recently conducted disciplinary hearings:
  - Case 2013-2014 – 07
  - Case 2013-2014 – 08
  - Case 2013-2014 – 09
  - Case 2013-2014 – 10
- (6) Mrs. Kotay, chairperson of the Board Committee on Suspension and Expulsion of Students, stated a recommendation is included from the committee on suspension and expulsion of students on the hearing reports. Copies of the hearing reports are included with these minutes.
- (7) RESOLUTION #15049 – It was moved by Mrs. Kotay and seconded by Mr. Topping to accept the committee's recommendation as set forth in the hearing reports. The motion passed with a unanimous vote.
- (8) RESOLUTION #15050 – The minutes of the committee meeting held on September 9, 2013, and the regular meeting held September 16, 2013, were offered for consideration. It was moved by Mr. Schaffer and seconded by Mrs. Kotay that the minutes be approved. All members voiced consent and so ordered.

- (9) President Dall stated that an executive session of the Board of Directors will be held at the conclusion of tonight's business meeting, to discuss a legal matter.
- (10) In Dr. Bartley's absence, Mr. Mike Murphy shared the superintendent's report for October.
- (11) Mr. Murphy reported that Mr. Peter Phillips of Phillips Office Products presented a check in the amount of \$5,000, as their Educational Improvement Tax Credit donation to the Cedar Foundation. The EITC program, established by the commonwealth in 2001, awards tax credits to businesses that make contributions to educational improvement organizations. The Cedar Foundation, funds or partially funds educational and enrichment opportunities in the Lebanon School District.
- (12) Mr. Murphy informed the board that an item has been added to tonight's agenda regarding the middle school applying for a grant in the amount of \$2,500 to Highmark Foundation. In an effort to address the issue of bullying, the Highmark Foundation has partnered with the Center for Safe Schools (CSS) to support community-based bullying prevention coalitions. Funding will be provided to support family-school-community partnerships in their efforts to plan community-based strategies to prevent and address bullying. While school-wide efforts are crucial to addressing bullying prevention, the most effective programs include a comprehensive and multi-level approach that involves families and communities. Schools and community-based organizations are eligible to apply if they are wholly or partially located in a Highmark service region. Selected grantees will receive funding in the amount of \$2,500 for the establishment of a Community Bullying Prevention Coalition and the development of a community-based plan to address bullying. This is the maximum possible amount of the award.
- (13) Mr. Murphy reminded everyone about the Family Night Out event scheduled for Wednesday, October 23. The ABC 27 Weather Team is delivering the program.
- (14) Next Mr. Shattls stated that in honor of National Hispanic Heritage Monday, Dr. Bartley has been reading *There's A Coqui in My Shoe!* to all 1<sup>st</sup> and 2<sup>nd</sup> graders, and newcomer ESL students at the middle school and high school. In this story, a young boy named Armando surprisingly discovers a coquí in his red shoe. Carlito the Coquí is lost and cannot find his way home to the rain forest. Armando befriends Carlito and anxiously waits for the following day to accompany his mother, Lola, to sell their pushcart of *piraguas* to Puerto Rican children. The book is full of yummy tastes, bright colors, and dramatic sounds, and in breathtaking illustrations, splendidly captures the vibrant color, culture, flora, and fauna of the island. Here's an educational and entertaining lesson, not only on Puerto Rico's beloved amphibian, the *coqui*, but also on Puerto Rico's environment, geography, history and culture. Dr. Bartley put the book in all of our school libraries.

- (15) Mr. Murphy informed the board that they would find a flyer posted on the wiki, which explains that we are forming a partnership with Lebanon County Christian Ministries to help parents get dress code approved clothing.
- (16) Mr. Murphy announced our October Rotary Students of the Month:
- Kattya Palacios
  - Christian Maldonado Torres
- (17) In reporting the athletic news update, Mr. Murphy stated that the Lebanon-Lancaster League coaches selected Brittany Ulrich as a second team all star and Briann Mease as the academic all star for Soccer. In updating the board about our music, Mr. Murphy reported that 3 students qualified for LLMEA County Chorus: 1) Ivonne Mbugua, Alto; 2) Edward Pierre, Tenor; and 3) Michael Hostetter, Bass 2
- (18) Mr. Murphy shared a memo from Mr. Giovino regarding the adjustment in credits required to graduate from the high school due to the trimester schedule changes. The memo stated that due to the new trimester schedule the maximum number of credits a student can schedule to take at Lebanon High School is now 30 credits (compared to the 32 maximum under the former system). In order to compensate for this change we are recommending that the credit requirement for graduation from Lebanon High School be adjusted to 26 credits to stay in line with 4 credits being the maximum number a student can fail and still graduate.
- In a poll of the other schools in the IU, the “four credit” differential between maximum credits taken versus minimum credits needed to graduate, was the norm for every school except one. Most of the schools in the IU that replied back to Mr. Giovino are in a block schedule with 28 out of a possible 32 credits needed to graduate.
- (19) Lebanon Middle School’s Blue Hand Group will present Make It Orange and Make It End, an anti-bullying program. The program features the LMS All Star Singers and LHS Student Leaders. It will be presented at the middle school auditorium on Monday, November 4, 2013, at 6:30 PM.
- (20) Mr. Murphy reported that Mike Habecker and Tim McCormick will be participating in the China Administrative Trip from November 6 through November 14, 2013.
- (21) RESOLUTION #15051 – The treasurer’s report for the month of September 2013, was presented for consideration. Mr. Schaffer made a motion, seconded by Mr. Topping, that the board approves the treasurer’s report and records it as a part of the minutes. All members answered aye and the motion carried.
- (22) RESOLUTION #15052 – Acting upon certification of the treasurer, a motion was made by Mr. Schaffer and seconded by Mrs. Kotay, that the board approves the payment of bills payable for September, 2013 as listed, ratify the payment of invoices mentioned in the letter of certification, and take care of all other matters regarding the payment of invoices, including acceptance of the letter of certification, and record the financial statements as a part of the minutes of this meeting. All members answered aye and the motion carried.

- (23) RESOLUTION #15053 – A motion was made by Mr. Schaffer and seconded by Mrs. Kotay to accept the student activity fund report for September 2013, scholarship fund for September 2013, food service fund for September 2013, Cedar Foundation Fund for September 2013, and Phillips Copy Center report for September 2013, as presented. All members answered aye and the motion passed.
- (24) There were no communications.
- (25) There was no solicitor’s report.
- (26) RESOLUTION #15054 – Mr. Schaffer made a motion, seconded by Mrs. Kotay to grant permission for Lebanon Middle School to apply for a grant in the amount of \$2,500 to the Highmark Foundation, in conjunction with the Center for Safe Schools for the establishment of a family-school-community partnership to address bullying prevention. All members answered aya and the motion passed.
- (27) RESOLUTION #15055 – Mr. Schaffer made a motion, seconded by Mrs. Kotay to grant approval of Invoice #64, from Beers & Hoffman, Ltd., in the amount of \$2,032.60, for professional services, punch list items and reimbursable expenses. All members answered aya and the motion passed.
- (28) RESOLUTION #15056 – Mr. Schaffer made a motion, seconded by Mrs. Kotay to grant approval of Invoice #3140, from Fairchild Services, Inc., in the amount of \$4,177.50, for secretary wages and punch list items as listed in enclosed document. All members answered aya and the motion passed.
- (29) RESOLUTION #15057 - A motion was made by Mr. Schaffer and seconded by Mr. Topping for the Board of School Directors to accept the following personnel items for discussion and action as listed on the agenda as follows:

**1. RETIREMENT RESIGNATIONS**

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>
A. ADMINISTRATIVE		
B. PROFESSIONAL, TEMPORARY PROFESSIONAL, LONG-TERM SUBSTITUTE		
Harwick, Brenda	SW Grade 3 34 years	Retirement 6/5/2014
President Dall congratulated Ms. Harwick and acknowledged her many years in education.		
C. CLERICAL		

- D. FOOD SERVICE
- E. MAINTENANCE
- F. PARAPROFESSIONAL
- G. SECURITY
- H. OTHER

**2. RESIGNATIONS**

<u>Name</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective Date</u>
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- A. ADMINISTRATIVE
- B. PROFESSIONAL, TEMPORARY PROFESSIONAL, LONG-TERM SUBSTITUTE
- C. CLERICAL
- E. FOOD SERVICE
- F. MAINTENANCE
- F. PARAPROFESSIONAL
- G. OTHER

**3. NON-ACCEPTANCE**

**4. APPOINTMENTS**

Subject to assignment by the superintendent and pending receipt of all required documentation.

<u>Name</u>	<u>Assignment</u>	<u>Prev Emp in LSD</u>	<u>New/ Replace</u>	<u>Proposed Rate</u>	<u>Effective Date</u>
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- A. ADMINISTRATIVE
- B. PROFESSIONAL, TEMPORARY PROFESSIONAL, LONG TERM SUBSTITUTE
- C. CLERICAL
- D. FOOD SERVICE
- E. MAINTENANCE

F. PARAPROFESSIONAL

G. SECURITY

H. OTHER

5. RE-APPOINTMENTS

6. CHANGE OF ASSIGNMENT

Subject to assignment by the superintendent and pending receipt of all required documentation.

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Rate</u>	<u>Effective Date</u>
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A. ADMINISTRATIVE

B. PROFESSIONAL, TEMPORARY PROFESSIONAL, LONG-TERM SUBSTITUTE

C. CLERICAL

D. FOOD SERVICE

E. MAINTENANCE

F. PARAPROFESSIONAL

Henry, Kelsey	LMS Personal Care Assistant 6.5 hrs/day	NW Personal Care Assistant 6.5 hrs/day	No Change	9/30/2013
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G. SECURITY

Fontanez, Roberto	LHS Security Guard 7.5 hrs/day	LMS Security Guard 7.5 hrs/day	No Change	9/5/2013
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H. OTHER

7. CHANGE OF STATUS

Subject to assignment by the superintendent and pending receipt of all required documentation.

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Rate</u>	<u>Effective Date</u>
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A. ADMINISTRATIVE

**B. PROFESSIONAL, TEMPORARY PROFESSIONAL, LONG-TERM SUBSTITUTE**

Fenstermaker, Susan	Day-to-Day Substitute	HD LTS Music	\$45,041/yr. prorated for the number of days worked	3/4/2014 - 5/9/2014
Miller, Nydia	Day-to-Day Substitute	SW LTS Grade 2	\$45,041/yr. prorated for the number of days worked	10/4/2013 - 1/3/2014

**C. CLERICAL**

**D. FOOD SERVICE**

**E. MAINTENANCE**

**F. PARAPROFESSIONAL**

**G. SECURITY**

Steele, Larry	LMS Security Guard 7.5 hrs/day	Day-To-Day Substitute Security Guard	\$9.00/hr.	10/3/2013
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**H. OTHER**

**8. EXTRA PAY FOR EXTRA DUTY**

<u>Name</u>	<u>Assignment</u>	<u>Proposed Rate</u>	<u>Effective Date</u>
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A. RESIGNATION

B. DELETION

C. APPOINTMENT

D. REVISION

**9. INCOME PROTECTION**

**10. LEAVE OF ABSENCE WITH APPROVAL**

<u>Name</u>	<u>Assignment</u>	<u>Type</u>	<u>Date</u>
Bare, Tiffany	NW Teacher	Consecutive	9/11/2013 - 10/7/2013

Boris, Bobbi	LMS Teacher	Consecutive	1/29/2014 – 4/7/2014
Hicks, Stephanie	SW Teacher	Consecutive	10/04/2013 – 12/20/2013
Houck, Angela	HH Paraprofessional	Consecutive	10/7/2013 – 12/20/2013
Moore, Kara	HD Teacher	Intermittent	10/2/2013 – 10/1/2014
Richards, Carolyn	LMS Teacher	Consecutive	1/22/2014 – 4/11/2014
Ruiz, Elizabeth	SE Paraprofessional	Consecutive	9/9/2013 – 9/30/2013
Ruiz, Elizabeth	SE Paraprofessional	Intermittent	10/1/2013 – 9/8/2014
Ruppert, Jonathan	LHS Teacher	Consecutive	9/23/2013 – 10/2/2013
Santana-Perez, Shaira	HH Paraprofessional	Consecutive	10/22/2013 – 11/1/2013
Tarleton, Tiffany	HD Teacher	Consecutive	3/8/2013 – 5/2/2013
Thomas, Corey	LHS Custodian	Consecutive	10/1/2013 – 10/8/2013

## 11. OTHER PERSONNEL RECOMMENDATIONS

- A. Appoint Joann Warner as the 2013-2014 Speech & Language Division Level Coordinator at a stipend of \$500/yr.
- B. Appoint the following persons as volunteers under the Lebanon School District Policy #916 Community Volunteers, pending receipt of all required documents-See Exhibit A
- C. Appoint Staci O'Byle as the 2013-2014 Assistant JV/Varsity Girls Volleyball Coach at a stipend of \$2,976/yr.
- D. Appoint Abigail Eggert and Anthony Trautman as day-to-day substitute teachers, at the established rate of \$100.00 per day, subject to assignment by the superintendent and pending receipt of all required documentation.
- E. Appoint the following substitute support staff, as indicated, subject to assignment and pending the required documentation:

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective Date</u>
Bowman, Kelly	Paraprofessional	\$9.00/hr.	9/16/2013
Bowman, Kelly	Secretary	\$10.00/hr.	9/16/2013
Collins, Tamara	Paraprofessional	\$9.00/hr.	9/16/2013
Figueroa, Ana	Paraprofessional	\$9.00/hr.	10/7/2013
Harris, Donald	Custodian	\$9.80/hr.	10/22/2013



Kreiser, Richard	Custodian	\$9.80/hr.	10/22/2013
Linn, Douglas	Paraprofessional	\$9.00/hr	10/11/2013
Ludwig, Bruce	Custodian	\$9.80/hr.	10/22/2013
Stoltzfus, Jamie	Paraprofessional	\$9.00/hr.	10/22/2013
Troain, Gregory	Custodian	\$9.80/hr.	10/22/2013

F. Appoint Mark Naimoli as the 2013-2014 Show Choir Director at a stipend of \$3,891/yr.

G. Appoint the following persons to the 2013-2014 21<sup>st</sup> Century Program at the position indicated. The rate is determined as: teacher at \$30/hr.; paraprofessionals at his/her 2013-2014 hourly rate:

<u>Name</u>	<u>Position</u>
Bardo, Matthew	Teacher
Benfer, Tina	Paraprofessional
Clark, Matthew	Teacher
Ernst, Joel	Teacher
Haggard, Laura	Teacher
Hitz, Brandon	Teacher
Hufnagle, Eric	Teacher
Kerwin, Veronica	Teacher
Kubicek, Jamie	Teacher
Leffler, Suzanne	Paraprofessional
Monk II, Robert	Teacher
Monroe, Linda	Paraprofessional
Reiner, Tiffany	Teacher
Zimmerman, Carolyn	Paraprofessional

H. Approve the following paraprofessionals to work the 2013-2014 Family Night Out functions at their current hourly rate, paid by Title I funding:

<u>Name</u>
Laudermilch, Angela
Nunez, Naomi
Rivera, Elizabeth

I. Approve the following persons as ESOL Tutors in the 2013-2014 Title III After-School Tutoring Program to work as needed at the rate of \$30/hr.

<u>Name</u>
Ashworth, Jessica
Hitz, Brandon
Keeny, Amanda
Walsh, Kaitlin

J. Rescind the appointment of Aaron Himes as a substitute teacher.

K. Rescind the appointment of Staci O’Byle as the 2013-2014 Assistant Junior High Girls Basketball Coach.

L. Remove the following substitutes:

<u>Name</u>	<u>Effective Date</u>
Eisenhauer, Keely	9/13/2013
Eisenhauer, Jacqueline	9/13/2013
Emerich, Michelle	9/18/2013
Freeman, Cheryl	9/16/2013
Moyer, Patti	9/18/2013
Shipkowski, Anthony	9/16/2013

**12. AMEND THE FOLLOWING**

A. Amend the starting salary for Mohamed Omar to \$15.00/hr. effective 8/19/2013.

B. Amend Kelly Bucy’s stipend as a 2013-2014 Assistant Junior High Girls Basketball Coach to \$1,274/yr.

C. Amend Dale Nelson from 2013-2014 Assistant JV Baseball Coach to Head JV Baseball Coach.

D. Amend Scott Fake’s start date to 9/23/2013.

E. Amend Stewart Miller’s starting salary to \$50,489/yr. effective 8/19/2013.

F. Amend Terri Ruth’s start date as LMS LTS Business Education to 10/7/2013.

G. Amend Hollis Coomer’s approved leave of absence dates from 8/27/2013 to 9/20/2013.

H. Amend Beth Shaughnessy’s return to work date to 11/25/2013.

I. Amend Jill Tobias’ assignment end date as HH LTS Guidance Counselor to 11/27/2013.

J. Amend Deanna Fedor’s approved leave of absence dates to 8/26/2013-10/18/2013.

K. Amend James Mong’s approved leave of absence dates from 5/17/2013 through 5/24/2013 to 9/6/2013.

L. Amend Zachary Musser’s approved leave of absence dates to 10/3/2013 – 10/21/2013.

Mrs. Debra Bowman abstained from approving Kelly Bowman as a substitute support staff as indicated in Item F under Other Personnel Recommendations. The motion passed.

- (30)            RESOLUTION #15058 – Mr. Schaffer made a motion, seconded by Mrs. Kotay, to grant permission to accept the following drivers from D. B. Fisher Student Transportation to provide transportation service to the Lebanon School District during the 2013-2014 school year. Documentation has been provided to the Business Office as required by contract to certify the drivers listed meet the requirements to transport students:

Tom Arnold	Rosario Marie Bajandas	Cindy Beck
Trina Behney	Naoma Boyer	Robert Brower
Ann Courtney	Roy Craig	Eddie Delk
Barry Elliot	Warren Emerich	Gene Funk
Diana Gasper	Denise Gettle	Woodrow Heffelfinger
Donna Herr	Denise Horn	Robertta Janesko
George Keith	Paul Lantz	Diane Maguire
Pascualin Martinez	Larue Mills	John Myers
John Pellow	Judith Seibert	Steve Seiger
Richard Swope	Cheryl Weidman	Dennis Young
Christine Zipp		

The motion passed with a unanimous vote.

- (31)            RESOLUTION #15059 – Mr. Schaffer made a motion, seconded by Mrs. Kotay, to grant permission for a maximum of seven students and one chaperone to attend the Future Business Leaders of America State Leadership Workshop held on November 10 and 11, 2013 at the Penn Stater Hotel and Conference Center in State College, PA. Students are paying for their accommodations and the workshop registration fee. FBLA is paying for the chaperone's room. A district van will be used to transport students. The motion passed with a unanimous vote.

- (32)            President Dall announced that our Quiz Bowl Team won tonight.

- (33)            With no further business to come before the board at this time, a motion was made by Mr. Schaffer and seconded by Mr. Topping that the meeting adjourn. All members voiced consent and President Dall declared the meeting adjourned at 7:16 p.m.

Respectfully submitted,

Mary A. Harrell  
Secretary of the Board

**Exhibit A  
Volunteers  
October 21, 2013**

Name

Andrews, Christina  
Berrios, Nadia M.  
Bicher, Janelle K.  
Bryant, Christi L.  
Cotto, Elizabeth  
Cotto-Rentas, Irismari  
Darden, Jennifer P.  
Gulliver, Jeremy C.  
Gutierrz', Zuleyca M.  
Irizarry, Erica  
Keath, Kara D.  
Kelso, Andrea J.  
Kline, Elizabeth J.  
Labiosa, Jomary  
Marderness, Tami A.  
Obando, Jasmine I.  
Patches, Reannon M.  
Perugorria, Jennifer A.  
Puckett, Monique S.  
Quijano-Ramos, Jeinny L.  
Rivera-Santos, Carmen  
Roberts, Michelle L.  
Segarra-Espinar, Xiomara  
Starry, Michael T.  
Stoltzfus, Zamie M.  
Torres, Victoria L.  
Velez, Lorraine  
Weirbach, Casey M.